



Policy: 1163
Procedure: 1163.01
Chapter: Inspections and Investigations
Rule: Service Dog Program

Effective: 10/06/05
Replaces: 1163.01
Dated: 12/14/04

Purpose Statement:

The primary purpose of the Arizona Department of Juvenile Corrections (ADJC) Service Dog (SD) program is to inhibit the introduction of drugs/narcotics within ADJC facilities. The SD teams shall accomplish this by screening anyone entering the ADJC facilities, screening vehicles entering the facilities, and screening buildings at the facility.

Rules:

1. In order to effectively perform their duties, **SD TEAMS** shall obtain and maintain technical proficiency in all aspects of their training.
 - a. Each **SD HANDLER** shall commit to working as a handler for 2 years with ADJC;
 - b. Each **SD HANDLER** shall attend an Arizona Peace Officers Standards and Training Board (AZ-POST) approved 320 hours. Service Dog Academy and be Arizona Law Enforcement Canine Association Standards (ALECA) and National Police Canine Association Standards (NPCA) certified for drugs/narcotics detection;
 - c. Each **SD TEAM** shall attend a minimum of four hours in-service training weekly;
 - d. Each **SD TEAM** shall achieve and maintain annual certification with NPCA;
 - e. **THE SD HANDLERS, THE INVESTIGATION AND INSPECTIONS DIVISION (IID) ADMINISTRATOR AND THE INSPECTIONS COMMANDER** shall ensure that training and obtaining, handling, and securing of training aids shall be done in accordance with the standards in the ADJC Service Dog Technical Manual.
2. The **EVIDENCE SUPERVISOR** shall provide the Evidence Custodian and the SD Handler with all drugs/narcotics type training aids used for training purposes.
 - a. The **EVIDENCE CUSTODIAN** and the **SD HANDLER** shall handle all drugs/narcotics type training aids in accordance with the guidelines in the Technical Manual and what is taught at the SD Academy;
 - b. At no time shall the **PERSONNEL** handling the drugs/narcotics type training aids do so without the use of a tweezer, tool, or gloves;
 - c. The **EVIDENCE CUSTODIAN** shall keep all drugs/narcotics type training aids used for training purposes in drug boxes in the evidence room at Central Office until s/he distributes them to the SD Handler;
 - d. The **SD HANDLER** shall secure the drugs/narcotics type training aids in a locked area in their vehicle.
3. The **SD TEAM** shall work visitation once a week at each secure facility. This shall be done randomly. The **SECURE FACILITY SUPERINTENDENT OR DESIGNEE** may also order the sniff of employees, vendors, contractors, interns, volunteers, and visitors at any time. The **SD TEAM** shall use the following methods:
 - a. The **SEARCH TEAM** shall utilize an approved barrier screen, a unit which is six feet in height, portable, lightweight aluminum, tri-folded, and hinged;
 - b. The **SEARCH TEAM** shall set up a fan to provide air movement past the subject towards the SD. If the screen is set up outside, the **SEARCH TEAM** shall utilize the outside wind current in the same manner. The **SEARCH TEAM** shall place tape, marking material, or a foot plate on the floor where the subject will stand. (The **SEARCH TEAM** may use a suitable chain link fence.);
 - c. The **SEARCH TEAM** shall give instructions to the subjects regarding where and how to stand and to avoid any touching of the screen or chain link fence in order to prevent any cross contamination. Normally subjects will stand with their back to the SD team with their hands in a normal position along their sides;

- d. The **SD** shall move quickly, with no delays;
 - e. The **SD TEAM** shall conduct the examination to include the areas of the feet, hands and back. The **SD TEAM** may also conduct a reverse or recheck sniff, as necessary;
 - f. If there is an alert (otherwise referred to as a "hit"), **ADJC SPECIAL INVESTIGATORS AND/OR THEIR DESIGNEE** shall:
 - i. Conduct follow up searches in a private area and in a professional manner in accordance with current Departmental Procedures and laws of criminal procedures;
 - ii. Issue a Notice of Suspension of Visitation;
 - (1) The **SUPERINTENDENT** shall follow up the Notice of Suspension of Visitation in accordance with the process set forth in Procedure 4050.07 Visitation;
 - iii. If drugs/narcotics are found, the **ADJC SPECIAL INVESTIGATOR** may:
 - (1) Cite the individual who is in possession of the contraband and release him/her; or
 - (2) Arrest the individual, take him/her into custody, and request local law enforcement transport the suspect to the appropriate police facility or law enforcement agency.
4. The **SD TEAM** shall screen visitors' and employees' vehicles randomly or upon the secure facility Superintendent's or designee's request. The **SD TEAM AND OTHERS AS ASSIGNED** shall do these in the following manner:
- a. When a vehicle enters ADJC property, a **DESIGNATED EMPLOYEE** shall direct it to a checkpoint;
 - b. The **SEARCH PERSONNEL** shall direct the occupant to shut off the vehicle's engine;
 - c. The **SEARCH PERSONNEL** shall direct all occupants to exit the vehicle and to wait in a designated waiting area, leaving all personal property inside and leaving all doors open;
 - d. The **SD TEAM** shall work only outside the vehicle and sniff the hood, grille, doors, door panels, window seams, trunk, etc. On trucks, the **SD** may enter the truck bed to sniff toolboxes and other equipment;
 - e. The **SD HANDLERS** shall attempt to utilize wind current for optimum performance;
 - f. At the handler's discretion, the **SD TEAM** may do a reverse pattern sniff;
 - g. The **SD TEAM** shall complete the vehicle sniffs usually within one minute;
 - h. If the **SD** alerts or shows high interest, the **SD HANDLER** shall direct the vehicle to be sent to a secondary search area for a hand search;
 - i. **SEARCH PERSONNEL** shall move the vehicle to a secondary search area where **SEARCH TEAM MEMBERS** will do a thorough visual search of the vehicle.
5. The **SD TEAM** shall complete random checks of incoming juvenile mail and property utilizing approved techniques in parcel narcotic detection.
6. The **SECURE FACILITY SUPERINTENDENT, CHIEF OF SECURITY OR DESIGNEE** may order secure facility searches at any time and as often as necessary to control and help eliminate possession of illegal drugs by juveniles. The **SD TEAM** shall use the following method:
- a. **SD TEAMS** shall screen the juveniles, their living areas, and all common areas within the secure facility;
 - b. The **SD HANDLER** shall direct all activities of the SD;
 - c. The **SD HANDLERS** shall decide when the SD search efforts have been exhausted while large areas of the secure facility are being searched,;
 - d. The **SD HANDLERS** must be able to justify their actions if there are any concerns from secure facilities administrators;
 - e. When large searches are planned in advance, the **SD HANDLERS** may ask for assistance from other ADJC secure facility SD Teams through their respective chain-of-command.
7. The **SD TEAM** shall respond to calls as directed by the IID Administrator or the Investigations Supervisor. **ANY EMPLOYEE REQUESTING SD TEAM ASSISTANCE** shall go through their chain-of-command to the IID Administrator or the Investigations Supervisor.

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8. The **SD TEAMS** may assist other agencies. The **AGENCY REPRESENTATIVE** shall seek approval from the IID Administrator or Investigations Supervisor.
9. The **IID ADMINISTRATOR OR INSPECTIONS COMMANDER** shall screen and approve any requests from other agencies and the public. The **INSPECTIONS COMMANDER** shall:
 - a. Give Department needs and manpower coverage primary consideration;
 - b. Schedule assignments for assistance, talks, demonstrations, or public exhibitions;
 - c. Clear and approve all information and statistics on the SD performance for public use.
10. **ALL SD HANDLERS ASSIGNED TO PUBLIC RELATIONS DUTIES** shall prepare themselves, their dogs, and all SD equipment in such a manner as to present a professional image to their audience.
11. No person shall handle or give command to the SD other than the assigned handler. Should the assigned handler be injured or otherwise be unable to command the SD, the **IID ADMINISTRATOR OR INSPECTIONS COMMANDER** shall contact another handler for assistance.
 - a. **NO ONE** shall tease, agitate, or roughhouse with an SD unless it is a part of a training exercise;
 - b. **SD HANDLERS** shall not permit anyone to pet or hug their assigned SD without their prior permission and immediate supervision.
12. **SD HANDLERS** shall be responsible for the authorized use and control of their assigned SD during handler duty hours.
 - a. **SD HANDLERS** shall keep all SDs on a leash and muzzled in areas to which the public has access, unless it is actually being used for a specific SD purpose. Off-leash work may occur if the work is consistent with an approved SD task;
 - b. **SD HANDLERS** shall not leave the SD unattended in a manner in which the SD may have contact with the public, unless the SD is secured within an SD vehicle;
 - c. When leaving the SD(s) unattended in the SD vehicle, the **SD HANDLER** shall place a "club" on the steering wheel and lock all doors of the vehicle;
 - d. The **SD HANDLER** shall activate the heat alarm systems when the handler is away from the SD vehicle. The rear windows may be lowered for ventilation provided the metal screens are in place.
13. **SD HANDLERS** are responsible for the care and condition of their assigned SD and all Department issued equipment.
 - a. On work days, each **SD HANDLER** shall inspect their equipment and assigned SD to ensure good working order and condition;
 - b. The **SD HANDLER** shall maintain SD vehicles in good operating order with the interior clean and disinfected;
 - c. The **SD HANDLER** shall abide by all regulations pertaining to Department vehicles (See Policy 2470 Use of State Vehicles and its related procedures);
 - d. The **SD HANDLER** shall clean and maintain the kennel and the area where the SD is housed;
 - e. A **DESIGNATED ARIZONA DEPARTMENT OF CORRECTIONS EMPLOYEE** is to ensure the spraying of kennels and related areas for all parasites.
14. The **INVESTIGATIONS COMMANDER** shall approve all miscellaneous equipment used or acquired such as leashes, collars, muzzles; etc., prior to purchase or use.
15. **EACH SD HANDLER** shall keep his/her dog in good physical condition so that the dog is able to perform the duties expected of an SD:
 - a. The **SD HANDLER** shall provide food, water, general diet, and maintenance as detailed in the SD Technical Manual;

- b. The **SD HANDLER** shall feed his/her assigned dog daily at the completion of their tour of duty:
 - i. In the event this is impractical, the **SD HANDLER** shall feed the SD at a time which will allow the maximum period possible preceding the next tour of duty;
 - ii. When the assigned SD Handler is on his/her regular day off or on vacation, a **SD HANDLER ON DUTY** shall feed the SD of the absent SD Handler.
 - c. The **SD HANDLER** shall thoroughly groom the SD each day;
 - d. The **SD HANDLER** shall provide daily exercise and conditioning of the SD;
 - e. If an indication is present that suggests the dog is not in good condition, the **SD HANDLER** shall report to the Investigations Supervisor as soon as practicable;
 - f. In the event emergency medical services are required for the SD, the **SD HANDLER** shall submit a report to the Investigations Supervisor at the first opportunity following the emergency;
 - g. If the SD requires veterinary attention of a non-emergency nature, the **SD HANDLER** shall notify the Investigations Supervisor in writing.
16. The **SD HANDLER** shall keep his/her SD current with the vaccinations required by law.
- a. The **SD HANDLER** shall keep records in the Service Dog Record Book (SDRB) and file, which is maintained by the handler and approved by the immediate supervisor;
 - b. The **SD HANDLER** shall include notations of all medical services in the respective SDRB and file.
17. The **SD HANDLER** shall maintain records that document the use and the proficiency of individual assigned dog. The **SD HANDLER** shall ensure that this documentation in the SD Record Book (SDRB) is readily available to the Investigations Supervisor and others who may need it for review. The **SD HANDLER** also shall include in the SDRB the following documentation:
- a. Documentation on any veterinary service received;
 - b. History of the SD;
 - c. Progress and performance on the SD during all training, duty assignments and care;
 - d. Evaluation reports;
 - e. Certification;
 - f. Vaccinations;
 - g. Food and other purchases for the dog;
 - h. Awards received;
 - i. Activity reports;
 - j. Copies of Departmental information reports; and
 - k. Any other significant information reports generated on the team's activity.
18. Each **SD HANDLER** shall file all SD reports pertinent to his/her service dog assignment along with other assigned Departmental logs and reports at the end of each working shift. The **SD HANDLER** shall:
- a. Submit all reports resulting from completed incidents per Department regulations;
 - b. Notify the Investigations Supervisor about all incidents with notable conclusions in which Department dogs are used with all necessary documentation;
 - c. Place all completed SD Reports and or copies into the Service Dog Record Book, (SDRB);
 - d. Utilize the Training Evaluation Report, daily during the ADJC SD Academy. After successful graduation of the Academy Training, the **SD HANDLER** shall complete a Training Evaluation Report only on a regular in-service maintenance training session or any mandatory remedial training;
 - e. Utilize the Monthly Activity Report, for gathering statistical information required by Assistant Director, Safe Schools.
 - i. Each **SD HANDLER** shall maintain the individual SD Team's Monthly Activity Report in the team's SDRB for examination at any time.

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- ii. Each **SD HANDLER** shall send a monthly activity report to the Investigation Supervisor by the 8th workday of the following month;
 - iii. The **TEAM'S FIRST LINE SUPERVISOR** shall use each individual SD Team Monthly Activity Report for consolidating secure facility monthly activities into a Monthly Activity Report.
 - f. Utilize the Weekly Activity Sheet, for daily gathering of the work week's activity. Each **SD HANDLER** will track the SD Team daily duties performed and time spent on each SD task on the activity sheet.
19. Medical attention shall be requested immediately for a fallen or injured SD handler. For safety reasons, under no circumstances shall **ANYONE** approach an injured handler with an SD, except when:
- a. Given clearance to do so by the injured handler;
 - b. The dog can be called away from the injured handler and secured.
20. **ON-SCENE PERSONNEL** shall attempt the following procedures to secure an SD from an injured handler; the **EMPLOYEE** shall:
- a. Attempt to call the SD to a secure location;
 - b. Contact another handler to secure the SD; or
 - c. Contact the SD Unit supervisor(s) to control and secure the SD.
21. If the SD does not permit access to a handler who is seriously injured and needs immediate medical attention, the **OFFICER-IN CHARGE (OIC)** may take appropriate action to remove the SD with the assistance of a pole and rope lanyard which is available in each SD vehicle.
22. For any injury to an SD, the **SD HANDLER** shall take appropriate measures to provide or seek veterinary care for the SD. If the current handler is not available, an **ON DUTY HANDLER OR SD UNIT SUPERVISOR** shall arrange medical attention for the SD. (See SD Technical Manual). If an SD Team is out of service for any reason, the **INVESTIGATIONS COMMANDER** shall notify the Assistant Director of Safe Schools and the IID Administrator as soon as possible.
23. Whenever an SD bites an individual, whether or not in the line-of-duty, the **SD HANDLER** shall:
- a. Summon a supervisory officer to the scene;
 - b. Report the bite or injury to medical personnel;
 - c. Obtain medical treatment for the person. **MEDICAL PERSONNEL** should examine the affected area irrespective of the perceived seriousness of the bite or injury;
 - d. Take color photographs of the affected area after medical treatment;
 - e. Complete all Departmental reports and the respective County Rabies and Animal Control Law Enforcement Bite Report, whenever it has been alleged that a SD has bitten or otherwise injured an individual;
 - f. Detail in the report:
 - i. The circumstances surrounding the incident;
 - ii. The identity of the individual involved and any witnesses;
 - iii. The extent of injuries if known; and
 - iv. Measures taken in response to the incident.

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10-06-2005	John Dempsey		